

NURSING ASSISTANT / AIDE

Training Program

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STUDENT CATALOG FALL 2019



ELITE TECHNICAL
TRAINING CENTER, INC.



Dr. James C. Middlebrook
OWNER

EDUCATIONAL STAFF

Director of Education · Dr. James C. Middlebrook

Program Instructor · Brenda Armstrong, RN, BSN

Program Coordinator · Brenda Armstrong, BSN, RN

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Technical Training Center, Inc.
is authorized by the Tennessee
Higher Education Commission.
This authorization must be
renewed each year and is based
on an evaluation of minimum
standards concerning the quality
of education, ethical business
practices, and fiscal responsibility.

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INSTITUTIONAL CALENDAR

Students must be enrolled by the enrollment period date noted with their program start date below. Classes meet Monday through Friday from 8:00 a.m. to 2:45 p.m. for three weeks. Each student will complete 78 classroom hours and 18 clinical hours. Students shall refer to their program syllabus for scheduled start and ending dates for their class. All holidays will be reflected on class calendars.

NURSING AID ENROLLMENT PERIODS AND PROGRAM DATES

Enrollment Period January 2, 2020 – January 31, 2020

Program Dates February 3, 2020 – February 26, 2020

Enrollment Period February 2, 2020 – February 26, 2020

Program Dates March 2, 2020 – March 25, 2020

Enrollment Period March 2, 2020 – March 31, 2020

Program Dates April 1, 2020 – April 27, 2020

Enrollment Period April 1, 2020 – April 30, 2020

Program Dates May 1, 2020 – May 27, 2020

Enrollment Period May 1, 2020 – May 29, 2020

Program Dates June 1, 2020 – June 24, 2020

Enrollment Period June 1, 2020 – June 24, 2020

Program Dates July 1, 2020- July 24, 2020

Enrollment Period July 1, 2020 – July 31, 2020

Program Dates August 3, 2020 – August 26, 2020

Enrollment Period August 3, 2020 – August 28, 2020

Program Dates August 31, 2020 – September 24, 2020

Enrollment Period September 1, 2020 – September 25, 2020

Program Dates September 28, 2020 – October 21, 2020

Enrollment Period October 1, 2020 – October 30, 2020

Program Dates November 2, 2020 – November 25, 2020

Enrollment Period November 2, 2020 – November 25, 2020

Program Dates November 30, 2020 – December 23, 2020

HOLIDAYS

Elite Technical Training Center, Inc. will be closed on the following holidays:

New Year's Day

Dr. Martin Luther King Jr. Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day



ENROLLMENT PROCEDURES AND ENTRANCE REQUIREMENTS

All students must provide an official transcript received directly from the high school or other government body, such as a county school board; an official equivalency transcript or GED score sheet received directly from the issuing entity; or an official military document received directly from the issuing agency indicating that the student completed high school such as an Enlisted Record Brief to be maintained in the student file at Elite Technical Training Center, Inc. facility. All prospective students must meet with an Admissions representative for an informational interview and campus tour. All students must, execute the Pre-enrollment checklist prior to executing the Enrollment agreement. Additionally, students must execute a Transfer of credit disclosure prior to executing a Pre-enrollment checklist. All students must complete the required admission documents and submit the necessary fees and tuition stated in the Tuition and Fees section. Funds will not be accepted prior to 10 days of the scheduled start of the program. Enrollment begins on the first three days (Monday-Wednesday) of the First and Third weeks of each month for the upcoming course. Enrollment closes on the day before the course starts or when the class is full. Students will not be permitted to enroll in classes after the first class has started.

REQUIRED SCREENINGS

A background check, immunizations and drug screening are required by all clinical facilities prior to your participation. Please note, that this fee is not included in your tuition.

Criminal Background Screening

This must be obtained by each student at the local police department.

Drug Screening

Please see Elite Technical Training Center, Inc. office for list of drug screening centers in the area.

TB Skin Test

- 1 step TB Skin test (must be done within the past 12 months.)
- If the results are positive, a clear Chest X-Ray (with lab report) is required.

GRADING POLICY

Each student shall receive a weekly progress report from the Instructor. Students with a grade of 75% or greater will receive a satisfactory report. Students with a grade below 75% will receive a Student at Risk Form. Examinations, quizzes, texts, written assignments and presentations in lecture, lab, and clinical areas will be graded. The comprehensive final exam score must be 75% or greater to pass the course and receive the Certificate of Completion. A student making a score below 75% may not be able to continue. There is no program probation policy.

The student must pass lab test(s) with a 75% or greater, and five-skill check-off, complete all clinical hours satisfactorily, meet standard objective(s) for each clinical area, and satisfactory worker characteristics on evaluation in order to complete and pass the course in order to receive the Certificate of Completion. A student making a grade below 75% may not be able to continue in the program. There is no program probation policy.

STUDENT AT RISK: The instructor will advise the student having learning difficulties with a Student at Risk Form. Should a student be deficient in theory or skills, the deficiency notification will be generated. The instructor will outline and discuss what the student must do to enhance his/her score. However, it is the student's responsibility to accomplish this endeavor.

A – Excellent	93% – 100%	C – Average	84% – 75%
B – Good	92% – 85%	F – Fail	Below 75%

NOTE: Assignments will have to be handed in on time to get a grade.

Lab Skills

Each student will receive a pass or fail grade of skills demonstrated in the nursing lab. If a student receives a failing grade, he or she may schedule extra review time with the instructor to achieve a passing grade. A failing grade will result in dismissal from the program.

Unit Tests/Final Exam

There will be a total of 4-unit tests and 1 final exam. An overall grade of 75% must be obtained to pass the course. The instructor may give additional tests or final exams at his or her discretion.

Clinical Skills

Each student will be required to perform the skills taught according to identified criteria as outlined in the Nursing Assistant Candidate Handbook, (Testing for certification is done by an outside agency: D&S Diversified Technologies). A satisfactory grade must be received to pass the course. Students will not perform any skills in a clinical setting in which they have not been trained and found to be proficient.

ATTENDANCE POLICY

Attendance and class participation are a major part of your grade. Students must attend 100% of ALL classes. The instructor will keep a student role log and each student will log into class and log out of class on a tablet located inside the classroom. The only absences that will be excused are absences as the result of the death of an immediate family member, or a medical emergency with written documentation from a physician or medical facility. One-day make-up policy is in place for excused absences only. Be sure to inform the office if you have a listed emergency.

A student with unsatisfactory attendance or a student with an unexcused absence who fails to make up the absence will be disenrolled from the program. At Elite Technical Training Center, Inc.'s discretion, a student could be readmitted at the first of the next course startup. Arrival of ten (10) minutes tardy for a session is late and may lead to dismissal. An unexcused absence, an excused absence where the time is not made up, and three (3) or more tardies of ten (10) minutes or more, are all considered unsatisfactory attendance.

If a student is absent when a test is being given, he/she will be required to take a makeup test the day the student returns to class, unless other special arrangements have been made. If a student does not complete a makeup test, his/her grade becomes dissatisfactory.

If a student fails to make special arrangements for taking the test, they will receive a Zero on the test.

NOTE: Assignments will have to be handed in on time to get a grade.

All assignments must be neat. All instructors reserve the right to reject any paper not meeting their expectation.

INCLEMENT WEATHER POLICY

The instructor will call and send text alerts to students to notify of inclement weather delays or cancellations. There will also be an announcement on WATE-TV. Additionally, there will also be a recording available for students who call the facility.



CODE OF CONDUCT

The first violation of policy will result in a written warning. A second violation of any policy will result in immediate disenrollment from the program.

Classroom

- Students are required and responsible to attend all orientations, scheduled classes, clinical sessions, and conference/meetings.
- Cell phones, pagers, or any other electronic communication devices are not permitted in the classroom or a clinical area unless otherwise permitted by the instructor.
- No smoking/vaping is allowed on the campus, including anywhere in the facilities and no smoking in your car during lunch/breaks, due to personal allergies/distractions of cigarette and other smoke/vapor. Please do not come into class smelling of smoke out of respect for others.
- Students may not talk during the instructor lecture. If a student has a question or other appropriate comment, he/she must raise their hand to interrupt the lecture.
- Children are not allowed in the classroom, as a general liability rule.
- No student shall harass any Elite Technical Training Center, Inc. staff, instructor, fellow student, clinical patients, or clinical staff, whether verbally, physically, written, visually, sexually, culturally, or based on race, religion, or a person's physical abilities/inabilities.
- Students must refrain from using inappropriate language and profanity.
- Students must maintain their desk/work areas(s) in a clean and neat condition at all times. Students should report any unsafe condition or item(s) needing repair to Elite Technical Training Center, Inc. staff promptly.
- No sleeping in class will be tolerated. If found sleeping, the student will be sent home the remainder of the day. This will automatically reflect on the day's instructions being missed.
- Students shall be honest, accept responsible for his/her own actions.
- All examinations are the property of Elite Technical Training Center, Inc. and may NOT be removed from the classroom, nor copied in any way in the classroom. Failure to comply with this directive may result in corrective action(s) up to and including termination from the program.
- There is ZERO toleration for cheating on an exam. Student(s) shall face disciplinary action. Repeat offenders shall be terminated from the program. Students must be punctual, including returning from lunch and brakes.

Clinical Code of Conduct

- The first violation of policy will result in a written warning. A second violation of any policy will result in immediate disenrollment from the program.
- Patient health information is HIGHLY CONFIDENTIAL and, under no circumstance may it be revealed, discussed, photocopied or otherwise distributed! Patient information is to be highly guarded at all times!
- Students shall show NO discrimination toward any residents, staff or other persons.
- Punctuality, readiness and adherence to policy is essential during all clinical situations.
- Remember to always be mature and professional at all times, maintaining emotional control. A student exhibiting inappropriate behavior in a clinical session he/she shall be asked to leave the facility and the day counted as an absence.
- Do not leave the facility or leave the floor without the instructor's approval.
- Students must NEVER accept money, gift or donation from residents, family members, or from anyone with which the facility does business.
- Do not speak in a loud tone of voice (shouting) to others in a clinical setting.
- There shall be ZERO tolerance for smoking inside or outside of a clinical facility.
- Students never utilize residents' personal property for self needs or entertainment (such as TV).
- Students shall not engage in gossiping, complaining, arguing or any other disturbing behavior which may upset residents, families, and staff.
- Students must remember not to come to a clinical session facility with perfume/cologne or other fragrances or odors such as cigarette smoke/vape odors so as not to negatively affect residents, families and staff.
- Refer to Dress Code to ensure you are properly dressed, etc. for a Clinical Session. Remember students are required to wear properly fitting white scrubs for clinicals.





PROGRAM PHILOSOPHY

We believe that:

- Humans possess diverse, integrated, and individualized physical and psychosocial needs. They continuously interact with their environment influencing their level of wellness. All humans deserve respect for their preferences, values, and needs.
- Health is a lifelong process of change in which humans experience physical and psychosocial well-being. Illness impacts the ability to meet needs. Health promotion is essential to an individual's well-being, safety, and self-care management.
- Education is a continuous, dynamic process of cognitive, psychomotor, and effective development. It incites the formation of knowledge, skills and attitudes vital to effective self-direction and professional growth.
- Learning affects change in the individual's ways of thinking, feeling and behaving. It incorporates and builds upon previous knowledge and experience, proceeding from the simple to the complex. Motivation, self-direction and readiness to learn are necessary for the acquisition of knowledge, skills, and attitudes. Learning, through active participation, advances the individual to new levels of competence that will continue beyond graduation.
- Nursing is a therapeutic process designed to meet the multiple dimensions of patient centered care. An essential goal of nursing is to provide safe, quality, cost-effective care using evidence-based practice. Nursing provides assistance to humans to achieve and/or maintain their optimal wellness or to experience a peaceful and dignified death.



PROGRAM PURPOSE & DESCRIPTION DETAILS

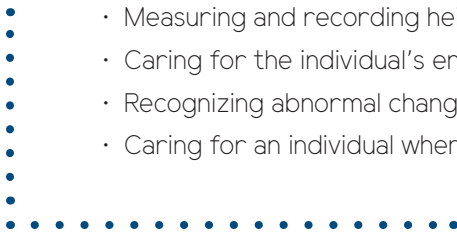
The Nursing Assistant / Aide program is approved by Tennessee Department of Health. The objective of this program is to prepare students to become a Certified Nursing Assistant. Upon completion of the Nursing Assistant / Aide program, the student is eligible to take the State Certification test. Passing the state certification test provides the student with the title of CNA (Certified Nursing Assistant). Skills will be practiced and demonstrated daily in class. Chapter review questions will be completed, collected and graded daily including each student will receive no less than 78 clock hours of training. 18 hours of practical training will be under direct supervision of an RN. The Program Coordinator and Instructor will be an RN and hold a minimum of an Associate degree from an accredited college or university in nursing with a minimum of 2 (two) years of experience as an RN that includes a minimum of 1 (one) year experience as an RN in a nursing home. The curriculum will meet the requirements of Federal regulations for Nursing aid training programs and will include 18 hours of training in the following areas prior to any direct contact with a resident or patient:

Communication and interpersonal skills

- Infection control
- Safety/emergency procedures, including the Heimlich maneuver
- Promoting individuals' rights, independence
- Respecting individuals' rights

Basic Nursing skills

- Taking and recording vital signs
- Measuring and recording height and weight
- Caring for the individual's environment
- Recognizing abnormal changes in body functioning and reporting such to supervisor
- Caring for an individual when death is imminent



Personal Care skills

- Bathing
- Dressing and Grooming, including mouth care
- Toileting
- Assisting with eating and hydration
- Proper feeding techniques
- Skin care
- Transfers, positioning, and turning

Mental health and social service needs

- Modifying aide's behavior in response to individual's behavior
- Awareness of developmental tasks associated with the aging process
- How to respond to the individual's behavior
- Allowing the Individual to make personal choices, providing dignity and reinforcing behavior consistent with the individual's dignity
- Using the individual's family as a source of emotional support

Care of Cognitively impaired individual

- Techniques for addressing the unique needs and behaviors of an individual with dementia
- Communicating with cognitively impaired individuals
- Understanding the behavior of cognitively impaired individuals
- Appropriate responses to the behavior of cognitively impaired individuals
- Methods of reducing the effects of cognitive impairments

Basic restorative services

- Training individuals in self-care according to the individual's abilities
- Use of assistive devices in transferring, ambulation, eating, and dressing
- Maintenance of range of motion
- Proper turning and positioning in bed and chair
- Bowel and bladder training
- Care and use of prosthetic orthotic devices

Resident's Rights

- Providing privacy and maintenance of confidentiality
- Promoting the individual's right to make personal choices to accommodate their needs
- Giving assistance in resolving grievances and disputes
- Providing needed assistance in getting to and participating in peer, family, group, and other activities
- Maintaining care and security of an individual's personal possessions
- Promoting the individual's rights to be free from abuse, mistreatment, and neglect and the need to report any instances of such treatment to appropriate staff
- Avoiding the need for restraints in accordance with current professional standards



PROGRAM OBJECTIVES

Upon completion of this program the nurse aide student will:

1. Have the knowledge to function at an entry-level nurse aide position.
2. Define the role of the nurse aide and other members of the interdisciplinary team.
3. List at least three principles of basic nursing practice as presented in class.
4. Perform selected procedures according to identified criteria as presented in class.
5. Measures, record and report vital signs (temperature, pulse, respirations, and blood pressure) accurately.
6. Utilize beginning communication skills to interact with clients/residents, families and members of the health care team.
7. Measure and record intake and output accurately, observing infection control standards.
8. Demonstrate knowledge of client's/resident's rights under the law and the ways in which these rights may be violated.
9. Administer direct client/resident care in a safe and prudent manner.
10. Maintain a grade of 75% or higher on all tests.
11. Attain a grade of 75% or higher on the final exam.
12. Attain a rating of "Satisfactory" in lab/clinical performance.
13. Maintain satisfactory attendance in classroom lecture, nursing lab and in clinical.
14. Pass the Tennessee Nursing Aide Exam and obtain your certification.

PLACEMENT ASSISTANCE

Elite Technical Training Center, Inc. does not provide job placement for their graduates. In addition, Elite Technical Training Center, Inc. cannot guarantee salaries upon graduation.

TUITION & FEES

Fees:

Tuition..... \$700.00

Other Costs:

Uniform (White scrub top and pant) \$20.00

Mosby’s Textbook for Nursing Assistants 8th Ed..... \$57.00

Sub-Total..... \$77.00

TOTAL..... \$777.00

NOTE: Students purchase books at ETTC. Uniforms can only be purchased on the open market.

PAYMENT PLAN:

Amount	Due Date
\$77.00	Upon Enrollment (for uniform and text books)
\$250.00	First Day of Class
\$250.00	Week 2
\$200.00	Week 3



FACILITIES & EQUIPMENT

Program takes place in the Elite Technical Training Center, Inc. building, located at 6900 Office Park Circle, Knoxville, TN.

Facility:

- (2) Class Rooms with shared tables providing ample work-space
- (1) Skills Room
- Video and Sound Equipment
- Break Room with Kitchen: Microwave, Refrigerator, Toaster Oven
- (2) Restrooms: (1) Male and (1) Female

Healthcare Equipment:

- Hospital Beds
- Night Stands
- Linens: Sheets, Pillowcases, Towels, Face Cloths
- Bedside Commodes
- Digital Thermometers
- Stethoscopes
- Urinals; Bed Pans
- Dentures
- Mouth Wash
- Feeding Trays
- Hoyer Lift
- Gait Belts
- Analog Scales
- Male & Female Mannequins
- Wheel Chairs
- Walkers

GRIEVANCE POLICY

Many complaints and concerns can be resolved through open and clear communication and should be resolved at the lowest level possible. Therefore, all problems, concerns or questions should be directed to the course instructor. If you are uncomfortable approaching the instructor, fill out a grievance form, available in the office located at: 6900 Office Park Circle Knoxville, TN 37909, and submit it to Kellee Evans, Operations Manager, or you can reach her at: (865)330-7750. All grievances will be reviewed and carefully considered. Any grievance escalation should be directed to Dr. Middlebrook, Director of Education at the same address with phone number (865) 330-7750 for final resolution at the institutional level. Any person claiming loss or damage as a result of any act or practice by this institution, which may be in violation of the Title 49, Chapter 7 Part 20 or Rule Chapter 1540-01-01 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization Parkway Towers, Suite 1900 Nashville, TN 37243 (615) 741-5293.

ACADEMIC INTEGRITY

Elite Technical Training Center, Inc. does not tolerate academic dishonesty. Students who are not honest in their academic work will face disciplinary action along with any grade penalty the instructor imposes. In extreme cases, academic dishonesty may result in dismissal from the course. Academic dishonesty, as a general rule, involves one of the following acts:

- Cheating on an examination or quiz, including giving, receiving, or soliciting information and the unauthorized use of notes or other materials during the examination or quiz;
- Buying, selling, stealing or soliciting any material purported to be the unreleased contents of a forthcoming examination or the use of such material;
- Substituting for another person during an examination or allowing another person to take the student's place;
- Plagiarizing, which means taking credit for another person's work or ideas. This includes copying another person's work either word-for-word or in substance without acknowledging the source;
- Accepting help from or giving help to another person to complete an assignment, unless the instructor has approved such collaboration in advance.

FOR DISMISSAL

1. **Unsatisfactory Clinical Performance** – Negligence in carrying out nursing skills due to improper technique and judgment as well as failing to use resources to ensure accuracy.
2. **Grades** - Achieves an overall grade of less than 75% on the 4-unit tests and final exam.
3. **Breach of Confidentiality** - Evidence that the student is inappropriately accessing and/or disseminating information gained in the clinical or other settings.
4. **Unexcused absences or missing any clinical.**
5. **Dishonesty** - Evidence of cheating or evasion of truth in classroom and clinical activities.
6. **Inappropriate Behavior** - Episodes of behavioral responses that do not correspond to acceptable or usual patterns of behavior.
7. **Substance Use** - Evidence of possession or use of drugs that are not medically prescribed. Also, the possession or use of alcohol during classroom or clinical sessions is prohibited.
8. **Unacceptable Criminal Background Check.**

STUDENT AT RISK: The instructor will advise the student having learning difficulties with a Student at Risk Form. Should a student be deficient in theory or skills, the deficiency notification will be generated. The instructor will outline and discuss what the student must do to enhance his/her score. However, it is the student's responsibility to accomplish this endeavor.

NOTE: Any student readmission due to a Code of Conduct infraction shall be determined by the Elite Technical Training Center, Inc. Director.

TRANSPORTATION & CLINICAL

Each person is individually responsible for his or her own transportation to the classroom and clinical facilities. Clinical sessions will consist of 18 hours each at a local skilled nursing facility. Clinical hours and location may be adjusted at the discretion of the instructor and facility based upon availability.

STUDENT ID, SUPPLIES & SCRUBS

All students must have a Student ID prior to clinical. The ID Badge serves as your identification at the clinical sites as required by the Tennessee Board of Nursing. The Student ID is free, however, if it is lost, there will be a replacement cost. You can obtain your Student ID Badge through the office. Scrubs are required in class and for clinicals. It will be the students' responsibility to purchase white scrubs. **Requirement for possessing everything needed for clinicals is due before the event(s) take place, so please plan accordingly.**

Students are responsible for:

- Watch with a second hand
- Scrubs (white)
- Criminal background check
- Clean 10-panel drug screen
- TB test
- Textbook – Elite Technical Training Center, Inc. uses the textbook *Hartman's Nursing Assistant Care, Long-Term Care Fourth Edition 2018*, written by: Susan Alvare Hedman, Jetta Fuzy, and Suzanne Rymer.
- Workbook – *Hartman's Nursing Assistant, Long-Term Care Fourth Edition* By: Hartman Publishing

DRESS CODE

Elite Technical Training Center, Inc. Students are required to wear properly fitting white scrubs to class daily. White scrubs are required for clinical sessions also. Scrubs should be neat, clean and in good repair, and fit properly, along with appropriate shoes, socks, and undergarments, which should not be visible when you move/stretch, etc.

Students shall present a positive appearance including being freshly bathed with clean hair and use of appropriately understated make-up. Jewelry should be held to as little as possible. Bracelets and earrings can fall into people's faces, and this/other jewelry can inhibit your ability to see or act without unnecessary push/pull of items.

Students must remember to come to class without perfume/cologne or other fragrances or odors such as cigarette smoke/vapor odors, so as not to negatively affect fellow students and staff. Refer to Code of Conduct for further information. (Read from code of Conduct: No smoking/vaping is allowed on the campus, including anywhere in the facilities and no smoking in your car during lunch/breaks, due to personal allergies/distractions of cigarette and other smoke/vapor. Please do not come into class smelling of smoke out of respect for others.)

All tattoos must be covered while on campus as well as any clinical events/areas.

If dress code(s) is not met by student, the first offence will be warned, but repeated offence(s) will be addressed by the appropriate staff member. Elite Technical Training Center Inc. reserves the rights to determine if a student's clothing and other dress code requirements are being met.

COMPLETION POLICY

Students will graduate, receive a certificate of completion from Elite Technical Training Center, Inc. and have the opportunity to test for certification by the Tennessee Board of Nursing and receive a Nurse Aide license from Tennessee based on completion of all of the following:

- Pass all chapter exams with a cumulative score of 75% or greater and receive an overall grade of 75% or higher.
- Successfully complete 78 classroom hours.
- Successfully complete a minimum of 18 hours of clinical experience in a long-term care setting with a positive evaluation.
- Successfully complete the program skills checklist defined by the Tennessee Board of Nursing. The checklist requires the verification of successful performance of skills be initialed and dated by the students on the date the skill is taught, practiced and performed and verified with the initials of the instructor.
- Satisfactorily attain the terminal competencies standards as defined by the Tennessee Board of Nursing.
- Full payment of all monetary obligations to the program.

SECURING CERTIFICATION FROM THE TENNESSEE STATE BOARD OF NURSING

- Each student must fulfill the requirements of the completion policy as described in this handbook.
- Graduation from the program does not guarantee you will receive a license by the State Board of Nursing. You need to pass a written examination and a practical skills exam in the lab as per Tennessee State Board of Nursing (Nurse Aide Practice Act). The written and skills exams MUST be passed with a maximum allowed three attempts. If unsuccessful after three attempts, a student would need to repeat the Nurse Aide class to take the exam again.
- D&S Diversified Technologies LLP is responsible for administering the state CNA exam. The fee to take the exam is not covered by the course fee paid by the student. For more information you may contact P D&S Diversified Technologies at 1-877-201-0758. Contact your instructor for information about the date and time of the exam and testing locations.

NOTE: Criminal convictions may affect a student's ability to be licensed, registered or certified by the Tennessee Board of Nursing.

REFUND & CANCELLATION POLICY.....

If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars (\$100.00).

A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for materials or services not delivered to or fully provided to the student.

If after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00).

If after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the seventy-five percent (75%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00).

If after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution.

When computing refunds, the last day of attendance for a student shall be one of the following:

- The date on the expulsion notice if a student is expelled from the institution;
- The date the institution receives a written notice of withdrawal from a student;
- When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or
- The date the student fails to return from an approved leave of absence.



TRANSFER OF CREDITS TO/FROM OTHER SCHOOLS

Elite Technical Training Center, Inc. is a special purpose institution. That purpose is the education and preparation of students to acquire and/or further their training in their desired field (or pass the Tennessee Nursing Aide Exam if you want to simply submit that class right now.)

Students who wish to continue their education at another school must assume that credits earned in this institution will not be received by another institution. It is the sole discretion of the receiving institution to accept credits earned at another institution.

Elite Technical Training Center Inc. will accept no prior training, education, or experience credits.





ELITE TECHNICAL
TRAINING CENTER, INC.

ACKNOWLEDGMENT OF RECEIPT OF INSTITUTIONAL POLICIES

By signing below, I acknowledge that I have received a copy of Elite Technical Training Center, Inc.'s institutional catalog and that I have reviewed the policies regarding all school activities, training program, and student responsibilities. I agree to abide by all rules and guidelines contained within the catalog and that the school has the right to modify its contents at any time.

Start Date: _____

Student's Name (Please Print): _____

Student's Signature: _____

Date: _____



ELITE TECHNICAL
TRAINING CENTER, INC.



ELITE TECHNICAL TRAINING CENTER, INC.

6900 Office Park Circle, Knoxville, TN 37909
Office: (865) 330-7750 | Fax: (865) 692-5047